INSTUCTIONS FOR THE LSTA FINANCIAL REPORT

This is a cumulative report which must be submitted with any Reimbursement Request Form, Quarterly Narrative Report and Final Project Evaluation & Summary report. A copy of this Excel spreadsheet can be obtained on disk by calling the State Commission's Grants Contracts Officer. If you are manually completing this form, you may choose to photocopy prior reports to add reimbursement data for subsequent reimbursement requests.

Library Name - The name of the library awarded the grant.

Date of Report - The date the report was prepared.

Project Name - The name the project was given on the libraries grant application.

Grant Agreement Number - This number appears on page 1 in the upper right corner of your grant agreement.

Report prepared by & Phone # - Fill in the name of the person completing this report and the phone number where they may be reached to answer possible questions.

Budget Amount - Grant, Local and Percent Match (columns 1,2 &3) - These figures can be obtained from the Approved Budget which is part of the LSTA Grant Agreement or subsequent budget adjustments approved by the State Librarian.

Expenses Reimbursed from _____ to _____ - Complete the blanks in the sentence above the next Grant and Local column with the beginning and ending dates that the expenditures, for which you are seeking reimbursement, were incurred.

Grant - (column 4) Itemize the total amount of grant funds spent within each category during the reimbursement period.

Local - (column 5) Itemize the total amount of local funds spent within each category during the reimbursement period.

Your next Reimbursement Request will complete columns 6 and 7 with Grant and Local expenditures itemized for that period. You will need to move to columns 8 and 9 with your next request and so on until the grant is expended or you run out of columns on this report, in which case columns can be added by you or the Grants Contracts Officer of the ISL. This report will eventually show all the Reimbursement Requests your library has submitted along with the local matching portion of those reimbursements.

Total Expended To Date - Grant - (column 16) Add together each of the Expenses Reimbursed from Grant (columns 4, 6, 8, 10, 12, 14) to determine the total amount of grant funds expended. Follow the same procedure for the Local columns.

Percent Match - (column 18) Divide column 17 by this sum of columns 16 and 17 to determine your percentage of local match per line item. Follow the same procedure for your total. Compare these percentages with those agreed upon in the Grant Agreement Approved Budget. It is required that your library maintain the agreed upon level of match.

Balance Remaining - Grant - (column 19) Subtract the Total Expended - Grant amount calculated in column 16 from the Budget Amount - Grant in column 1 of this spread sheet to determine the balance of the grant remaining.

Balance Remaining - Local (column 20) Subtract the Total Expended - Local column 17 from Budget Amount - Local column 2.